

HAWAII COMMUNITY COLLEGE ANNUAL UNIT REVIEW TEMPLATE

**University of Hawai'i Center
West Hawai'i**

December 15, 2007

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ANNUAL UNIT REVIEW TEMPLATE
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I. Narrative and Analysis of Data

a. Statement on the mission or purpose of the unit, including the target student population;

The University of Hawai'i Center, West Hawai'i (UHCWH) serves as a West Hawai'i campus for Hawai'i Community College and coordinates access to courses and programs from the entire University of Hawai'i System. The center is committed to serving the educational goals all segments of the West Hawaii community. Its offerings include continuing education, certificates, associates degrees, bachelor's degrees, master's degrees, and life-long learning opportunities.

b. Information on external factors affecting the unit;

The primary external factors affecting UHCWH are its facility and location. Currently the leased facilities are being fully utilized. Class caps are limited by the size of classrooms and class offerings are limited by the number of classrooms. Traffic patterns in West Hawaii make getting to the campus difficult with the ten miles from downtown Kailua taking an hour or more during peak travel times. Residing in a shopping center does little to enhance the center's public image and students have only picnic tables set up outside a local sports bar to gather at.

Outdated, second hand HITS equipment also presents a challenge to the center. UH Center sites schedule multiple distributive education programs simultaneously from 4 p.m. until 10 p.m. Monday through Friday, and all day on Saturday. HITS equipment in one of the three designated classrooms is actually cast off equipment transferred from UH Hilo; all of the equipment is aging. If HITS technology is to remain a part of the UH distance education plan, upgrades estimated at \$100,000 are needed. Also manpower to maintain and monitor distance learning polycom and HITS offerings from 7:30 a.m. – 10:00 p.m. Monday through Friday and on Saturday is needed. Currently the center operates with two half-time media positions. This is not sufficient to cover the hours that the facilities need to be monitored.

The organization of the University Center structure is confusing and at times cumbersome. There seems a constant tug-of-war as to who is responsible, who signs, and who pays.

c. Required external measures, if applicable;

Release of funds appropriated by the legislature to develop a permanent campus are needed to supplement the \$5 million building that is to be constructed by the Palamanui Developers on state land and turned over to Hawai'i Community College.

Public sentiment in West Hawai'i indicates the time to establish a branch campus in West Hawai'i is fast approaching, especially with the dream of a permanent campus nearing reality. This will require approval of numerous groups including faculty, the Board of Regents, and ACCJC.

Legislative appropriations to equip a new campus with distance learning technology will be needed as well as furnishings for the facility. The estimated cost is \$1.5 million exclusive of the culinary arts facility and nursing lab.

II. Update or Create Your Action Plan including Budget Request with Justification, if needed.

Action	Budget Request	
	2008-09	2009-10
Provide access and appropriate academic and student support services to students.		
a. Reassign 1.0 FTE Counselor to serve as coordinator, student services	\$10,000	\$10,000
b. 1.0 FTE counselor position to replace the .5 position funded via Carl Perkins **	\$57,913	\$57,913
c. 1.0 FTE student services specialist to focus on retention needs and financial aid advising **		\$45,861
d. 1.0 FTE educational specialist for the library/learning center **		\$37,616
e. .5 Assistant Dean for Academic Support to handle day to day management of total academic support services **		\$39,800
f. 1.0 IT specialist to oversee computers and network **		\$46,713
Identify key data that needs to be tracked for the West Hawaii system.		
Explore/develop the ESL option.	\$8,000	\$8,000
Organize marketing activities and actively recruit students.	\$10,000	\$10,000
Provide technology support for distance learning courses		
a. 1.0 FTE media specialist to supplement the two .5 FTE existing positions **	\$37,616	\$37,616
b. Repair/maintain distance learning equipment **	\$50,000	\$50,000
Maintain adequate facilities; this includes renegotiating leases.		
Oversee Educational Talent Search grant		
Participate in the UH Foundation Rubber Slipper Fund Raising Tour Program		
Facilitate the development of the Palamanui campus		

**These items were included in the comprehensive program review completed fall 2006.

Data

	2004	2005	2006
FTE Enrollment – Hawaii Community College	329	342	329
Enrollment – UH Four-Year Institutions	83	62	65
<i>Budget</i>			
A Personnel	\$507,057	\$611,780	\$511,018
B Supplies, equipment, leases	411,742	398,094	427,737
<i>Total budget</i>	<i>\$918,799</i>	<i>\$1,009,874</i>	<i>\$938,755</i>

**Hawaii Community College Certificates and Degrees
Awarded to Students Attending Classes at UH Center West Hawaii**

Program	Degree/Certificate Awarded	2004	2005	2006
Liberal Arts	AA	26	32	27
Nursing	AS (Registered Nurse)		6	
	CA (Practical Nurse)			
Food Service	AAS	5	3	6
	CA	1	1	9
	CC	2		15
Hotel Operations	CC			
Early Childhood	AS	2	1	1
	CA			
	CC	1		
Human Services	CC	10	3	4
Hawaiian Lifestyles	ASC	4		5
Environmental Science	ASC		4	
<i>Total</i>		<i>51</i>	<i>50</i>	<i>67</i>

**UH Four-Year Institution Certificates and Degrees Awarded to Students
Attending Classes at UH Center West Hawaii**

University Program	Degree/Certificate Awarded	2004	2005	2006
UH Hilo – English	BA	2		
UH Hilo – Psychology	BA	1	1	
West Oahu – Business	BA	1	1	6
West Oahu – Social Sciences	BA	4	4	1
West Oahu – Substance Abuse & Addiction Studies	Certificate	4		
Manoa – Education	Master of Ed Admin		1	
Manoa – Education	Post-baccalaureate Certificate in Secondary Education	15	5	11
Manoa – Education	BA Elementary Ed			7

Manoa – Education	Interdisciplinary MA in Ed			11
<i>Total</i>		27	12	36